

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, April 1, 2021

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		Christine Jacobs, Interim Executive Director	x
Michael Payne		David Blount, Deputy Director / Legislative Director	x
Rory Stolzenberg	x	Don Reed, Finance Director	
Albemarle County		Sandy Shackelford, Planning/Transportation Director	x
Ned Gallaway (7:30)*	x	Jessica Ballering, Planner II	x
Donna Price	x	Shirese Franklin, Planner II	
Fluvanna County		Dominique Lavorata, Planner I/Legislative Aide	
Tony O'Brien	x	Nick Morrison, Planning/Environ. Program Manager	
Keith Smith, Treasurer (7:11)	x	Sara Pennington, TDM/Rideshare Program Manager	
Greene County		Lucinda Shannon, Transportation Program Manager	
Dale Herring, Chair	x	Gretchen Thomas, Administrative Assistant	
Andrea Wilkinson	x		
Louisa County		GUESTS/PUBLIC PRESENT	
Bob Babyok		Sean Tubbs, Independent Journalist, Citizen	x
Tommy Barlow (7:03)	x	Todd Divers, Charlottesville City Commissioner of Revenue	x
Nelson County		Jason Vandever, Charlottesville City Treasurer	x
Jesse Rutherford, Vice Chair**	x	Max Marcilla, Journalist, NBC29	x
Dylan Bishop			

*Mr. Gallaway arrived as the Commission was approving the minutes.

**Mr. Rutherford left the meeting at 7:59 pm.

Note: The Governor has declared a state of emergency due to the COVID-19 pandemic and the nature of this declared emergency makes it impracticable or unsafe for the Thomas Jefferson Planning District Commission to assemble in a single location. This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting procedures and policies as outlined in Item 4.0-01 of the Virginia state budget (Chapter 56), as effective November 18, 2020. A recording of the meeting was made available to the public on April 6, 2021 at <https://www.youtube.com/channel/UCOuHJzpRDV6rnplep2Lxj0Q>.

1. CALL TO ORDER:

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Dale Herring, presided and called the meeting to order at 7:00 pm. Sandy Shackelford read the Notice of Electronic Meeting and Commissioner and Public Protocol, took attendance by roll call, and certified that a quorum was present.

2. MATTERS FROM THE PUBLIC:

a. **Comments by the Public:** None



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

b. Comments provided via email, online, web site, etc.: None

Chair Herring called for an amendment to the agenda to add an additional resolution authorizing the issuance of a request for proposals for consultant services to develop a Charlottesville Area Regional Transit Vision Plan. There were no objections, and the item was added to the agenda.

3. PRESENTATIONS:

a. Regional Cigarette Tax:

David Blount presented the Commission with an update on the Regional Cigarette Tax. TJPDC staff has been researching logistical and legal considerations of establishing a regional board for administering the tax for counties in our region. Staff is working more closely with a smaller group of staff from area localities including Albemarle, Charlottesville, Fluvanna, Louisa, and Orange counties. The next steps in the process to establish a regional cigarette tax board also were explained.

b. FY22 MPO Unified Planning Work Program:

Sandy Shackelford reviewed the final draft of the MPO's Unified Planning Work Program. Major projects that are planned to be undertaken through the MPO work program in FY22 include completion of the North 29 Corridor Study (funded jointly by the Rural Work Program); developing recommendations for incorporating climate action initiatives into the MPO's long range transportation planning process; developing a strategic plan for the MPO programs; and conducting a robust public engagement process to prepare MPO Smart Scale applications.

c. Albemarle County Transit Expansion Grant Consultant Selection:

Jessica Hersh-Ballering updated the Commission on the process of selecting a consultant to conduct the Albemarle County Transit Expansion Feasibility Study. A selection committee composed of Albemarle County and TJPDC staff reviewed the proposals received and recommends that the Commission select the Michael Baker/Foursquare team as the consultants for the study.

4. CONSENT AGENDA: Action Items

a. Minutes of March, 4, 2021 Meeting

Motion/Action: On a motion by Andrea Wilkinson, seconded by Donna Price, the Commission approved the minutes of the March 4, 2021 meeting by vote of 7-0 with Commissioners Gallaway and O'Brien abstaining.

b. Monthly Financial Report

Motion/Action: On a motion by Jesse Rutherford, seconded by Keith Smith, the Commission unanimously accepted the February monthly financial report as presented.

5. RESOLUTIONS:

a. FY22 Rural Transportation Work Program

Motion/Action: On a motion by Donna Price, seconded by Andrea Wilkinson, the Commission unanimously approved a resolution of support for the Fiscal Year 2022 Rural Transportation Work Program as presented by staff.

b. Albemarle County Transit Expansion Grant Consultant Selection

Motion/Action: On a motion by Donna Price, seconded by Keith Smith the Commission unanimously approved a resolution of support to select Michael Baker as the consultant for the Albemarle County Transit Expansion Grant.

c. Authorization to Issue a Request for Proposals for Consultant Services to Develop a Charlottesville Area Regional Transit Vision Plan

Motion/Action: On a motion by Keith Smith, seconded by Ned Gallaway, the Commission unanimously approved a resolution of support authorizing the Interim Executive Director to issue a request for proposals for consultant services to develop the Charlottesville Area Regional Transit Vision Plan.

6. NEW BUSINESS:

a. Appointment of Nominating Committee for FY22 TJPDC Officers

Chair Herring appointed Ned Gallaway, Andrea Wilkinson, and Tommy Barlow to serve as the nominating committee.

b. Presentation of FY22 Operating Budget Draft

Ms. Jacobs presented the Commission with the draft of the FY22 projected operating budget, reviewing major expenses and revenue projections, and including ongoing efforts to identify additional program opportunities that would increase revenues.

7. INTERIM EXECUTIVE DIRECTOR'S REPORT:

a. General Report: Ms. Jacobs provided an update on: plans for staff to return-to-work; the North 29 Corridor Study, including the issuance of the Notice to Proceed on the scope of work requesting technical assistance from VDOT's Central Office; the success of the first session of the Housing Speaker Series and plans for the remaining sessions; the five-year update to the regional Natural Hazard Mitigation Plan; and use of the Water Street Center.

8. OTHER BUSINESS:

a. Roundtable Discussion by Jurisdiction: Each Commissioner was invited to share updates from their jurisdictions.

b. Next Meeting: May 6, 2021

ADJOURNMENT:

Motion/Action: On a motion by Keith Smith, seconded by Donna Price, the Commission unanimously voted to adjourn the April 1, 2021 Commission meeting at 8:19 pm.

Commission materials and meeting recording may be found at www.tjpd.org